

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0577639
POSITION NO: 242557
CLASS CODE: 3672

Date Posted: 03/25/13
Closing Date: 04/05/13

POSITION TITLE: Education Specialist
DEPARTMENT NAME: NDSS/Child Care Development Fund - First Thing First
DEPARTMENT NO: 57 WORKSITE LOCATION: Chinle, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A
Days: Monday - Friday Permanent: ☒
Hours: 8:00am - 5:00pm Temporary: ☐ Duration: \$ 38,084.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs varied duties in child care programs engaged in planning and conducting research, surveys, studies, assessments, and related activities of Navajo early childhood home based child care programs, services, and community systems; assembles, compiles, collects, analyzes, and interprets early childhood data; prepares, administers, and interprets testing and measurement materials for purposes of evaluating, improving, and measuring home base child care settings and services; identifies problem areas and recommends alternatives and modifications; maintains outcome of surveys information and materials.

May assist with planning, budget preparation and proposal writing; maintains records, materials, supplies, equipment, and facilities; attends chapter and community meetings to disseminate information; provides information and technical assistance, seeks and solicits support for early childhood programs from tribal leaders, communities, parents, other concerned individuals; attends educational/early childhood conferences, seminars, workshops, and in-services training; establishes and maintains contact and liaison with local, state, federal agencies and organizations. Assists with observing, evaluating, monitoring home base early childhood child care programs and services; may serve early childhood educational committees, boards, and organizations; keeps abreast of and informed on early childhood developments, legislation, and trends, serves as a resource person in early childhood child care matters; prepares required reports; attends meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Elementary Education, Secondary education or related field; and

Experience:

two (2) years of classroom teaching experience and/or home based child care experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

In order to receive full credit for education, certification, or licensures, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Knowledge of advanced early childhood educational concepts, principles, theories and applications; knowledge of the early childhood educational needs of the Navajo people; knowledge of Navajo traditional customs; knowledge of various assessment tools and latest trends in early childhood activities; and knowledge and must demonstrate fluency in both the Navajo and English languages. Skills in communicating effectively in oral and written forms; analyzing data and drawing valid conclusions; working with parents, teachers to develop appropriate programs for the children; making presentations before large audiences; and establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a Valid State Driver's License and ability to obtain a NN Operator's Permit within 90 days of employment. Fingerprinting, Criminal Background Check, Food Handler's Permit, First Aid and CPR certificates.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99